

Job title:	Early Help Practitioner
Salary	£22,500 to £23,116 pa - 35 hours per week
Location	Parenting 2000 Offices in Crosby & Southport
Responsible to	Senior Early Help Practitioner

JOB PURPOSE

- To provide support to families through the Sefton Turnaround Families initiative to help them resolve problems that affect them and their community intervening at an early stage before the problems grow into something that is more difficult to overcome;
- To safeguard and promote the welfare of children, young people (0 – 19), their families and adults by acting as their single point of contact; coordinating a holistic, temporary offer of support focusing on outcomes.
- Empower and enable families to take ownership of their own solutions and develop resilience.

MAIN DUTIES

1. Effectively manage and progress a caseload to achieve positive outcomes based on a solution focussed approach.
2. Assess and identify levels of risk, vulnerability and safeguarding using prescribed assessment tools, operating within agreed models and in line with agreed frameworks and protection plans ensuring that the individuals or families voice is captured throughout the whole assessment and intervention process.
3. Deliver targeted activity working either on a 1-1 basis or in groups using a holistic approach to address the root causes
4. Deliver protective, supportive and needs led plans and review in line with case management standards.
5. Undertake home visits to ensure that families are safeguarded within the community.
6. Increase parental engagement to strengthen family relationships and support children's education.
7. Work in partnership with families to support parental understanding of their role in their child's development by modelling high quality early education practice within the home as part of targeted interventions.
8. Signpost parents to activities within the community to build resilience within the family. Support family members to develop skills to enable them to carry out household tasks

such as budgeting, supporting health and hygiene, increasing parental confidence and capacity.

9. Maintain accurate records of all assessments, plans, actions, reviews, court reports, decisions, learning portfolios and outcomes using specified systems.
10. Record all agreed exit strategies and manage cases within the prescribed project time limits and targets.
11. Work co-operatively with colleagues and partners to share information, ensuring a joined up approach.
12. Ensure quality assurance framework, legislation, regulations, policies and procedures are central to all good practice.
13. Engage within the development of the services and continued professional development through service meetings, events, conferences training courses.
14. Utilise the prescribed IT systems to evidence the journey of change through recording and maintaining accurate case notes, family interactions and other records as specified through national guidance service requirements and in line with policies and procedures.
15. Utilise appropriate marketing techniques to promote awareness of the service and represent the service at events as required.
16. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 2018.
17. The post holder will be expected to carry out any other duties that are reasonably requested of them.

Personnel specification: Early Help Practitioner

- Level 3 or above qualification in a relevant subject (or equivalent experience)
- Significant experience of delivering support to individuals and families
- Experience of case management and developing plans based on assessments
- Experience of identifying levels of risk, vulnerability and needs
- Knowledge and experience of issues such as trauma and ACES which may have an impact on families such as domestic violence, abuse, mental health difficulties, substance misuse, poverty, early years development and housing issues
- A broad knowledge of safeguarding procedures and when to implement the escalation policy
- Excellent interpersonal and communication skills and a person/family centred approach

- Ability to motivate and challenge people and outside agencies as necessary
- An ability to develop a good working relationship with colleagues and partners to deliver a co-ordinated response
- A good working knowledge of outside agencies within the Sefton area.
- Experience/ ability to use IT systems to maintain accurate records and management data

Special Requirements

- Willingness to work outside normal office hours
- Access to own transport & full clean driving licence with business insurance
- Willingness to undertake further training and development as necessary in order to enhance service delivery
- Ability to undertake home visits and transport families to appointments (this may involve carrying small children and carrying/ fitting car seats and climbing stairs)

SPECIAL CONDITIONS

Location

The post holder will be expected to move between Parenting 2000 offices as required depending on the needs of the service.

Travel & Expenses

A casual car allowance mileage rate payable as appropriate. Reasonable expenses in the course of duty can be reimbursed.

Hours of Work

Core working hours are 35 hours per week (Monday – Friday) with a flexible approach. The nature of this post will require some evening and weekend work to meet the needs of the children, young people and their families for example; home visits, telephone contacts outside of normal office hours, scheduled 1-1 meetings and group work, for which time off in Lieu (TOIL) will be granted subject to Parenting 2000 Policies and procedures and prior agreement with the manager

Management Arrangements

The post holder will be managed by the Senior Early Help Practitioner

Disclosure & Barring Service

The post holder will require an Enhanced DBS Certificate

Annual Leave & Public Holidays

The annual leave is 28 days per annum plus normal Bank and Public holidays

Confidentiality

To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000 organisation

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the organisation

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job